

## 2018 MWPP Survey - Frequently Asked Questions

### What has changed?

The 2018 Municipal Wastewater Planning Program (MWPP) report will now be completed and submitted online via the internet. No more files to upload, no more paper to mail in.

### What should I expect?

DWQ's contact person on file for your utility and for the MWPP survey will be sent an email with a link to the MWPP Survey along with the necessary login information. If the person that receives the email is no longer the primary facility contact person, they can change it at the beginning of the survey. This will end the survey for them and we will send a new survey to the right person.

- If you are expecting a survey request but have not received it, please notify DWQ at [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov).
- The due date for the survey has been extended to May 31, 2019 this year to accommodate the change in format.
- If DWQ receives a bounced email, we will contact your facility to update the primary contact information.

### Important MWPP Survey Tips

- *Google Chrome* browser should be used to open and complete the survey:
  - *Open Google Chrome*
  - *Copy the survey link provided in the email you received into the browser address bar.*
  - Enter the login information (User name and PIN) provided in the email.
- Only use the commands and menus within the survey format to navigate. **DO NOT** use the browser's "back" command to return to a previous page or set of questions. It will end the survey and you will be required to login again.
- You may notice unrelated information appearing when you are entering survey answers. This is caused by the Google Chrome Autofill option. Just ignore it or turn off the Autofill in Chrome, follow these steps:
  - Click the Chrome menu icon. (Three dots at top right of screen.)
  - Click on Settings.
  - In the "Autofill" section, expand the area for which you wish to disable Autofill.
  - Toggle the setting OFF if it is on. The system will automatically save your settings.

### Keyboard Shortcuts (or use the mouse to navigate)

- Tab between questions
- Arrow key to toggle between yes/no questions
- Space bar selects an answer
- Special characters such as \$ or comma should not be entered into a number field
- Date Format: mm/dd/yyyy

### Where Can I find the MWPP Survey?

Use the MWPP Survey link that was sent to you in the notification email.

### How do I login to the MWPP Survey?

The user name is the email address of the primary contact person. The notification email will include a unique PIN number for your facility.

### What if the login information does not work?

If the email address and assigned PIN do not work, please email [wqinfodata@utah.gov](mailto:wqinfodata@utah.gov) and someone from DWQ will contact you.


### What happens after I login to the MWPP Survey?

#### [Introduction Page](#)

You will be prompted to confirm that you are the person responsible for completing the survey for your organization. The designated primary contact person will be responsible to review, sign and submit the survey when it is completed.

If you are not the person responsible, please answer "No." The screen below will appear. Provide the correct name, email address, and phone number in the fields provided. After you enter the information and select the "Save & Continue" button, the survey will end and you will no longer be able to login to the survey. A new survey will be sent to the new contact person.

*Municipal Wastewater Planning Program (MWPP) Annual  
Report  
for the year ending 2018  
Test Facility Form 4*



**Sections**

92%  
Introduction - Kim  
Shelley

9%  
Financial Evaluation  
Section -

Non-Discharging  
Lagoon Facility -  
Adopt & Sign -

Who should have received this?

**WARNING: You will no longer have access to this form upon clicking Save & Continue.**

Name

Email Address

Phone

Save & View Table of Contents

Back

Save & Continue

You will notice a "Table of Contents" at the left of screen that has been customized to match the type of wastewater facilities owned and operated by your utility.

You will be prompted to verify the current facility information. If you select "No" to this question, you will be prompted to correct the information. If you select "Yes", you will be able to proceed.

#### [Preview Survey Questions - PDF](#)

You can review the survey questions prior to proceeding with the survey. You will be able to select an Adobe PDF version of the survey questions, save it to your computer or print the file.

Click on a link below to view examples of sections in the survey:  
(Your wastewater system is described as )

[MWPP Collection System.pdf](#)  
[MWPP Discharging Lagoon.pdf](#)  
[MWPP Financial Evaluation.pdf](#)  
[MWPP Mechanical Plant.pdf](#)  
[MWPP Non-Discharging Lagoon.pdf](#)

### *Delegate Responsibility for Sections of the Survey*

In the screen pictured below, the primary facility contact person may delegate others to complete individual sections of the survey, e.g., Financial, Collections, and/or Treatment sections. Wastewater operators who complete sections of the survey may receive continuing education credit (CEUs) for this work.

	Email	Name	Notes
	ex. john@email.com	(first and last)	These notes will be sent in the invite email
Financial Evaluation	<input type="text" value="contact email"/>	<input type="text" value="contact name"/>	<input type="text"/>
Non Discharging	<input type="text" value="contact email"/>	<input type="text" value="contact name"/>	<input type="text"/>
Review, sign and submit	<input type="text" value="contact email"/>	<input type="text" value="contact name"/>	<input type="text"/>

Click 'Yes' to send an email to each responsible person with the notes you've included (if any) with a link to the forms and to receive updates

☐ Yes, send the link to this form for the next person to fill out.  
☐ Continue filling out the form myself and send the link to others later.

The primary contact person's email and name are originally shown as responsible for all sections. This information can be replaced with another person's email address and name if you would like to assign a different person as responsible for completing a section. Only replace the primary contact person's information with another user and do not leave blank. The Survey will need this information to notify the next person once a section is completed. If the next person is the primary contact person, they will be notified.

If you select "Yes, send the link to this form for the next person to fill out", the Survey will wait until the first section is completed and saved before sending it to the next person.

If you select "Continue filling out the form myself and send the link to others later", the Survey will expect the primary contact person to complete all of their sections first before notifying the person(s) designated for the other sections.

Only one person can enter survey information at once. If sections have been delegated, after you are done, the next person will be sent an email notification with the login information. **The user name will be the email address of the primary contact person and a new PIN code will be issued to the next person.** The primary contact person will no longer be able to login with the "original" PIN number sent to them in the notification email. Once the delegated person has completed their section and saved it, the next person will be notified via email with a new PIN code. This will be the primary contact person when all sections are completed.

### How do I get my CEU Credits for Completing a Section of the Survey?

Enter your name when prompted and this information will be used to claim CEU credits.

Form completed by:

May Receive Continuing Education /units (CEUs)

### Adopt and Sign Survey after completing Entries:

Sections

- ✓ Introduction - Sullivan Lenora
- ✓ Financial Evaluation Section -
- 8% Collection System Section -
- 50% Adopt & Sign -

I have reviewed this report and to the best of my knowledge the information provided in this report is correct.

×

SIGN HERE

clear

Has this been adopted by the council? If no, what date will it be presented to the council?

☐ Yes

☐ No

### How do I submit the completed survey?

After you select 'Save and Continue' from the Adopt & Sign page, the survey will be submitted.

### How do I know it has been received by DWQ?

You will receive an email notification of your survey entries as verification that DWQ has received the completed survey.

### How do I get a PDF version of Completed Survey?

At the end of the Survey after you complete the 'Adopt and Sign Survey' section, you will be presented with the following screen where you can download a completed version in PDF format. If you just want to view your answers, you can scroll down on this page and see all of the completed sections.



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Thank you for submitting the information requested. If you indicated another person should fill out a section of this survey, they will receive an automated email.

[Download PDF](#)

Below is a summary of your responses

[Download PDF](#)

SUBMIT BY MAY 31, 2019